

General Terms of the Contract for the Use of Glenburn-Riverdale.

1. No cooking permitted in the Barn or in the Estate. Grills are permitted outside at the Pavilion site.
2. Serving alcoholic beverages is permitted. No alcohol to be taken offsite, or into Appelt Park.
3. If alcohol is to be served an Event Certificate naming the Borough of Riverdale as an additional insured with a minimum \$500,000 liability. This Certificate must be presented to the Borough at least ten days before the event.
4. Renter is responsible for complying with the New Jersey State Alcoholic Beverage Control Laws.
5. Garbage must be placed in the plastic garbage bags provided by the Borough of Riverdale.
6. Tied up garbage and recycling bags must be brought to the shed near Ryerson Avenue driveway.
7. Bathrooms are to be left clean, and no hygiene products or other items clogging the toilets are permitted.
- 8 Facilities must be left in a clean condition. No food may be left behind.
9. Recycling (glass and plastic) must be placed in a separate container as provided.
10. When leaving the premises, keep in mind that this adjoins a residential neighborhood and consideration must be afforded the residents. No blowing of horns, shouting or other loud noises are permitted in the parking lot.
11. No Parking allowed at any municipal facility between the hours of 11:00 PM and 6:00 AM.
12. Vehicles left at the facility parking lot overnight will be issued a summons and may be towed.
13. All users are required to place a deposit of \$500 to cover any damage or excessive wear on the buildings, which will be refunded upon a satisfactory inspection of the facility.
14. The individual signing this Contract must be present at the Facility at all times during the contracted event.

15. It is also understood by the applicant that any damages exceeding the deposit amount will be the responsibility of the applicant.
16. Keys may be placed in the night deposit safe in the vestibule of the Riverdale Municipal Building, 91 Newark Pompton Turnpike.
17. If alcohol is served, a Certificate of Insurance naming the Borough as additional insured with a \$500,000 minimum.

In addition to the General Terms above if you are renting

The Barn/Pavilion

18. No one is permitted to enter any building, other than the barn and the pavilion. The house, country store and shed are not part of this agreement, and are not to be accessed or used in any way.
19. Garbage must be placed in plastic bags, tied and left in the shed next to the Ryerson Avenue driveway.
20. The premises must be vacated no later than 11:00 PM. Extensions may be granted by the Borough.
21. A key to the barn must be picked up by the applicant through prior arrangements with the Borough.
22. Picnic tables must be folded and stored in the barn.
23. The charcoal grills must be cleaned and the ashes deposited in the metal can provided by the borough.
24. Business users must provide a Certificate of Insurance naming the Borough of Riverdale as Additional Insured.

In addition to the General Terms above if you are renting

The House

25. This contract is limited to the use of the House. The barn and pavilion are not part of this agreement.
26. Kitchen is for the storing and serving of food only.
27. No tape, thumbtack or any other similar hardware may be used on the walls, doors or window treatments.
28. Garbage must be placed in plastic bags tied, and left in the shed next to the Ryerson Avenue driveway.
29. The site must be vacated no later than 11:00 PM. Extensions may be granted by the Borough

In addition to the General Terms above if you are renting

Weddings/Full Use of the Estate

30. Regulations for both the Barn and House apply to this use.
31. The site must be vacated no later than 11:00 PM. Extensions may be granted by the Borough
32. Event tents must be removed from premises by the following business day.

The undersigned applicant agrees to abide by all rules and regulations of the Borough of Riverdale regarding use of Glenburn; to hold harmless and to indemnify the Borough of Riverdale from any and all claims, losses, damages, actions, causes of action and liabilities of any kind or nature

whatsoever which are directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends or invitees which result in injury or loss of property to any person using the facilities herein described. I, or my organization/group, will be responsible for the repair or replacement of any damages to the facility; and agree to comply with the conditions set forth in the Glenburn Use Policy, a copy of which is above. The undersigned is at least twenty-one years of age, and agrees not to serve, or allow to be served, any alcoholic beverages to underage persons. The Applicant signing this Contract must be on site at all times during this contracted event.

Parking for all events is limited to the gravel area west of the barn. No parking allowed in the interior courtyard.